



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-ZA

9 February 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Heidelberg Command Policy # 6, Safety Policy

1. Protection and preservation of our resources, personnel and physical, is essential to completing the Army mission. We have an obligation to the American taxpayer to use allocated monies wisely in training and equipping our Soldiers for combat in defense of our Country, and we have a moral and legal obligation to ensure every member of our Army family: Soldier, civilian employee, and family member, is provided a safe workplace and community to live in.
2. Accident studies have shown that most accidents could have been avoided if the person(s) involved had taken time out to assess the risks of the planned activity. To reduce avoidable accidents, I am directing that all Soldiers and civilian employees integrate Composite Risk Management into all their activity planning. Army Field Manual 100-14, The Army Risk Management Program, will be used as the basis for conducting risk management and assessment activities within the Garrison. The Garrison Safety Office is charged with training Composite Risk Management to Directors and first line supervisors. Risk assessments will be written by the activity leader, reviewed by the Garrison Safety Office, and signed at the appropriate management level. Enclosure 1, Risk Assessment Signature Matrix, details the appropriate risk approval authority level.
3. Our goal must be no accidents; deaths, injuries, or property damage. To achieve this goal, leaders will incorporate safety risk planning into their activities, provide employee safety training, conduct "Under the Oak Tree" counseling for all employees prior to their departure from the area on leave and before long weekends, and enforce sound safety practices in their areas of responsibility. Employees will adhere to all workplace and installation safety rules, and report unsafe conditions to their supervisor or the Garrison Safety Office.

Encl as

/s/
WILLIE E. GADDIS
Colonel, AV
Commanding

DISTRIBUTION: A

RISK ASSESSMENT SIGNATURE MATRIX

06 USAG-H Command Safety Policy

| TASK/ACTIVITY | MITIGATED RISK LEVEL | | | |
|--|------------------------|--------------|-------------------|----------------------|
| | E | H | M | L |
| USAG HEIDELBERG (USAG-H) | | | | |
| Community Event with VIP (GO/SES) | GO | USAG-H CDR | USAG-H CDR/DEPUTY | USAG-H DEPUTY/COS |
| Community Event w/o VIP | GO | USAG-H CDR | USAG-H CDR/DEPUTY | USAG-H DEPUTY/COS |
| Sports Tournaments/Events | GO | USAG-H CDR | USAG-H CDR/DEPUTY | OPR DIRECTOR |
| Organizational Day | GO | USAG-H CDR | USAG-H CDR/DEPUTY | USAG-H DEPUTY/COS |
| Change of Command (Senior Officer) | GO | USAG-H CDR | USAG-H CDR/DEPUTY | USAG-H DEPUTY/COS |
| Force Protection Exercise | GO | USAG-H CDR | USAG-H CDR/DEPUTY | USAG-H DEPUTY/COS/S3 |
| Arms Rooms | GO | USAG-H CDR | USAG-H CDR/DEPUTY | USAG-H DEPUTY |
| BOSS Events | GO | USAG-H CDR | COMPANY CDR | CSM |
| Firing Range | GO | USAG-H CDR | COMPANY CDR | 1st SGT |
| USAG DARMSTADT, KAISERSLAUTERN, MANNHEIM | | | | |
| Community Event with VIP (GO/SES) | GO | USAG-H CDR | USAG CDR/DEPUTY | USAG DEPUTY |
| Community Event w/o VIP | GO | USAG-H CDR | USAG CDR/DEPUTY | OPR DIRECTOR |
| Sports Tournaments/Events | GO | USAG-H CDR | USAG CDR/DEPUTY | OPR DIRECTOR |
| Organizational Day | GO | USAG-H CDR | USAG CDR/DEPUTY | OPR DIRECTOR |
| Change of Command | GO | USAG-H CDR | USAG CDR/DEPUTY | USAG DEPUTY |
| Force Protection Exercise | GO | USAG-H CDR | USAG CDR/DEPUTY | USAG DEPUTY/S3 |
| Arms Rooms | GO | USAG-H CDR | USAG CDR | USAG DEPUTY |
| BOSS Events | GO | USAG-H CDR | COMPANY CDR | CSM |
| Firing Range | GO | USAG-H CDR | COMPANY CDR | 1st SGT |
| LEGEND: | E: Extremely High Risk | H: High Risk | M: Moderate Risk | L: Low Risk |

| Physical Training | Squad | Platoon | Company | Battalion |
|-------------------|---------|----------|------------|------------|
| Low Risk | SQD LDR | PLT LDR | CO CDR | USAG CDR |
| Moderate Risk | PLT LDR | CO CDR | USAG CDR | USAG-H CDR |
| High Risk | CO CDR | USAG CDR | USAG-H CDR | GO |